Evidence Presentation System

Instruction Manual

Courtroom   3 - B

United States District Court
Eastern District of Missouri

Table of Contents

Evidence Presentation System

Overview

Evidence presentation equipment is currently available in the United States District Court, Eastern District of Missouri, in courtroom 3-B, Judge Catherine D. Perry. The equipment has the ability to display evidence (ie. documents, transparencies, x-rays, 3-D physical objects, VCR tapes, computer files from a laptop supplied by the attorney) on monitors located in the courtroom for the judge, witness, jury and attorneys. Also available is an annotation pen which can be used to write, draw, point or highlight on the monitors displaying evidence presented or on a "chalkboard" screen. A light pen is also available for the witness to annotate directly on the monitor. The system is generally operated by the attorney presenting evidence at the media cart next to the podium. The attorney also has the option of connecting a laptop containing files (and audio) to be presented at the media cart or connected at either of the two counsel tables. The judge also has the ability to "black out" the two jury monitors at any time during the proceeding.

The system consists of the following identifiable pieces:

Media Cart-This cart located at the podium contains most of the switching equipment that drives the system. The following users components are:

Document Camera (Elmo) - Also referred to as the Elmo, which is the brand name, the document camera is capable of displaying opaque documents such as pictures or documents, transparencies, x-rays and three dimensional objects. Items can be displayed in full, enlarged or backlit.

Annotation Pen - Used to write, draw, point or highlight. May be used over the image displayed or alone as a chalkboard.

LCD Monitor - This monitor is primarily used by the presenter to view the display.

VCR - Located on the rack, the VCR will display any VHS or SVHS tape. The VCR also has the ability to advance or reverse frame by frame. The VCR may be operated using the buttons on the front of the equipment.

Color Printer - Any image displayed on the monitors may be printed for documentation. The print is basically a color photograph of the display. The image may be printed by the attorney at the podium.

Monitors 37" - Two large screen monitors are located at each end of the jury box primarily to be viewed by the jury.

Light Pen (Witness) - A light pen is available for the witness to annotate over the evidence being displayed. The monitor located next to witness can be used with the witness light pen to annotate directly on the screen. Like the annotation pen at the media cart, it will be displayed on every monitor in the courtroom.   The light pen will not work on the LCD monitor located in the witness box.

Witness Monitor - An LCD monitor is located on the witness stand.

Judge Monitor - An LCD monitor is located on the bench for the judge.

Counsel Table Monitors - LCD monitors are also located on each counsel table.

Switcher at Each Counsel Table - Mounted under each counsel table is a switcher that may be used to connect a laptop (video and audio) to input data to be displayed on the system. The attorney may also change the input to the monitor on the table at the switcher and view data from a PC or laptop with the LCD monitor provided. The PC or laptop would only be viewed on that particular monitor. Also mounted under the table is a power strip for any electrical connections that are necessary.

Judge's Kill Switch - The judge has a "kill switch" on the bench. This switch will black out the two jury monitors at any point during the proceeding.

Powering the system On/Off

Each monitor in the courtroom must be powered on individually. This would include the bench monitor, witness monitor, counsel table monitors, media cart monitor and the two jury monitors.

The media cart has a power strip on the back (under the skirt) that must be turned on. The LCD monitor and the Elmo may or may not need to be turned on. The printer should be left off until needed. It powers up quickly and therefore should only be on when needed. The audio is connected to the public address system in the court.

Selecting Input Device

The operator must select the input device to be used for presentation. The selection is made buttons on the front of the cart, right hand side. The buttons have

yellow labels: ELMO, VCR, and COMP (computer). Simply select whether evidence will be presented using the Elmo, the VCR or from a computer by pressing the corresponding button. Only one device may be selected at a time.

If COMP is selected, you must also select the location that the computer will be connected. To do this, use the switcher on the front of the cart, left hand side (see below).

Computer Input Switcher

If COMP is selected, you have the option of connected the laptop or computer at the lectern or either counsel table. When facing the judge, the counsel table on the left is labeled "CSC #1 (Counsel #1)" and the table on the right is labeled "CSC #2 (Counsel #2)". Simply select the location where the laptop is connected. Note that the button selected will have a red light on above it.

Laptop or PC - Attorney Supplied

Any files, CD's, etc. stored on the laptop may be used and presented through the system. There are no software limitations. Basically, anything that is shown on the laptop screen will be displayed on the system monitors.

Attorney's bringing in a laptop to connect to the system must know how to connect and set their laptop to an external monitor. A switcher is provided under each counsel table to connect a laptop. Two connections are available, a standard VGA connection for the monitor and a pin connection audio (if required).

See Computer Input Switcher for selection of the location of the computer connection.

VCR

The operations of the VCR are controlled at the podium by the attorney using the buttons on the VCR or the remote control. The VCR can play VHS and SVHS video cassettes, frame by frame advance forward and backward, and slow motion playback forward and backward in additional to normal playback. Most functions are self explanatory with a few additional details.

NOTE: The large dial on the right side of the VCR is the "jog dial" and the ring around the dial is the "shuttle ring".

Normal Playback - Press the PLAY button once.

Still Playback - Press the PAUSE button during normal playback.

Frame-By-Frame Playback - Turn the Jog dial to the right for forward frame by frame playback or to the left for reverse frame by frame playback.
or
Press Pause repeatedly to advance one frame at a time.
or
Press Shuttle Plus >> on the remote repeatedly for forward frame by frame or Shuttle Plus << repeatedly for reverse frame by frame playback.

To resume normal playback, PRESS PLAY.

Slow Motion Playback -For hands-free slow motion, press and release Shuttle Plus << during playback to decrease speed in the forward direction. Continue to press and release Shuttle Plus << to select the reverse slow motion, reverse play and reverse and reverse search modes.
or
During playback or still picture, turn the Shuttle ring to the right for forward slow motion, or to the left for reverse slow motion.
or
During still picture, press and hold Shuttle Plus >> for forward slow motion, or press and hold Shuttle Plus << for reverse slow motion. Release to return to still picture.

To resume normal playback, PRESS PLAY.

Document Camera (Elmo)

Be sure to power the Elmo "ON". The switch is located on the left side of the base towards the front. There are several button located across the front of the base that the user may need to select or adjust as follows:

Lighting - Select "Upper" to view printed matter, opaque, solid or 3-D objects such that are typically visible with normal light. The "Base" light option should be selected for viewing transparencies or x-rays that need back lighting.

Input Selection -"INT" should be selected. Do not use AV1 or AV2.

Microphone - Not used in this application.

Iris - This feature may be set to automatic or manual. Note that whenever the power is turned off the selection returns to automatic. The iris setting basically adjusts the exposure to of the viewing stage. If the exposure is turned up the lights are brighter, if it is turn down, the lights are dimmer. The exposure may need to be adjusted manually when x-rays are used or display objects with high contrast.

Focus - Auto vs. Manual

> **Auto** - Each time the auto focus button is selected the camera will automatically focus the display. While focusing the light will blink. When it stops the focus is set. If the object is moved or changed the camera will NOT re-focus. The auto focus button must be selected each time the object is changed if an adjustment should be made by the camera.

> **Manual** - This button allows the user to manually adjust the focus Near or Far to gain the best picture.

Zoom - First, select the mode, either "A" or "B". Select A to view normal size documents or objects. Select B to view very small objects (stamp size). To further adjust the zoom, press "Tele" or "Wide". Each time you press Tele the image will get larger. Each time you press Wide the image will getter smaller.

Negative/Positive - Negative images can be shown using the Negative/Positive conversion button. This button is located in the control panel below the camera head and is either on or off.

Annotation Pen

The annotation pen produces a video image on the monitors using the contact of the tip of the pen with the blank digitizing tablet. The annotation pen may be used either alone using the CHALKBOARD option or over a video image from either the Elmo, VCR tape or laptop using the VIDEO option. All options are selected by simply make contact of the pen tip with the selected option on the tablet.

Display Options:

Chalkboard - The chalkboard option will display a solid blue screen on the monitor. The annotation pen is then used to draw or write as if using a chalkboard.

or

Video - The video option will allow the user to draw or write on top of the video being displayed. The image can be any image presented by either the Elmo (document or picture); the laptop (document or graphic) or the VCR (video displayed).

The annotation pen image in no way becomes part of the image being shown through one of the video sources. The annotation pen image can only be saved by printing the image.

Pointer On/Off - With the POINTER OFF there is no image displayed of the pen until the tip contact the tablet. With the POINTER ON the selected pointer will be displayed on the screen when the tip of the pen is held close to the tablet but does not touch. This allows the user to view were the pen is on the screen without making a mark. This can also be used to hi-light or point out a place on the image without cluttering the screen. If the button on the pen (barrel button) is pressed while the pointer is on, an image of the selected pointer will be "dropped" on the screen.

The user can select from several pointers as displayed consisting of arrows, cross hatch and dots in various thicknesses and/or directions. To select a different pointer style simply touch the desired pointer with the tip of the pen.

Clear - Touching CLEAR with the tip of the pen will erase the entire screen.

Undo - Touching UNDO will remove the last mark on the screen. Repeatedly touching UNDO will continue to erase the last mark on the screen until the entire screen is cleared.

Brightness - Touching the tip of the pen to various points on the brightness scale will simply change the brightness of the annotation screen.

Line Thickness - There are six types of lines that may be chosen by simply touching the pen tip to make the selection. The user can choose a plain line or a 3-D type line with a shadow. Each type of line can be varied between thin, medium and thick.

Line Color - The user can select from seven available colors; black, white, red, blue, green, yellow and pink. To select a different color simply touch the pen tip to the desired color square.

Light Pen (Witness)

The light pen is simply an extension of the annotation pen used with the digitizing tablet. The light pen will use the same color, line thickness, pointer, etc.

selected by the digitizing tablet. The pointer feature also works the same way by pressing the barrel button on the pen to drop the "pointer" on to the screen.

The pen is used simply moving against the glass of the monitor. Slight contact is necessary with the monitor to activate the pen. The pen needs light to function. As a result, it will not work on a black screen or a black image on the screen. If you mark over a black image the pen simply connect the line on both side of the black space.

To use the chalkboard feature with the light pen simply select video instead of chalkboard and display the white screen with the Elmo document camera.

NOTE: Only one pen should be used at a time. You may alternate using the digitizing tablet and the light pen on the same screen. However, if both pens are moving at the same time, the system will inconsistently detect each pen.

The color and other features can be changed using the light pen, by using a combination of the barrel button the pen tip button, however, it is easier to change the features using the digitizing tablet at he podium. If a feature is changed with the light pen, it will also be changed on the digitizing tablet.

Printer

A video printer is available and located on the podium cart to make a 3.5" x 5" print of the video display. Anything that is displayed on the monitors can be printed which includes images from the annotation pen, the Elmo, the VCR or laptop. The printer is normally left OFF due to the slight hum of the equipment. It is available instantly and can be turned ON and ready to print at any time.

To print directly from the printer, simply press CAPTURE and PRINT buttons on the printer (located in the upper right corner of the printer). Attached are additional instructions on the ink cartridge and loading paper. Addition information on the printer is available in the appendixes.

Ink Ribbon Cartridge and Paper - The printer uses a special ink ribbon cartridge and special print paper. To access these areas, open the printer by pulling down and out on the face panel at the top, left side. See attached instructions on Loading an Ink Ribbon Cartridge and Loading Paper.